

अण्डमान तथा  
Andaman And



निकोबार राजपत्र  
Nicobar Gazette

असाधारण

EXTRAORDINARY

प्राधिकार से प्रकाशित

Published by Authority

सं. 31, पोर्ट ब्लेयर, मंगलवार, 25 फरवरी, 2014

No. 31, Port Blair, Tuesday, February 25, 2014

**ANDAMAN AND NICOBAR ADMINISTRATION  
(DEPARTMENT OF ENVIRONMENT AND FORESTS)**

**NOTIFICATION**

Port Blair, dated the 25<sup>th</sup> February, 2014

No. 30/2014/F.No.14(E)/15/1541.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India read with the Govt. of India, Ministry of Home Affairs, New Delhi, Notification No.14/3/60-ANL dated 11<sup>th</sup> April, 1960, and in supersession of all previous Notifications issued to this effect, the Lieutenant Governor (Administrator), Andaman & Nicobar Islands, hereby makes the following rules regulating the method of Recruitment to Group 'C' post of **Multi Tasking Staff** borne in the Department of Environment & Forests, Andaman and Nicobar Administration, namely :-

**1. Short title and commencement :**

- i) These Rules may be called the Andaman and Nicobar Administration Group 'C' post of **Multi Tasking Staff** in the Department of Environment and Forests Recruitment Rules, 2014.
- ii) They shall come into force on the date of their publication in the Official Gazette.

**2. Number of posts, classification, Pay Band and Grade Pay :**

The number of said posts, their classification and scale of pay attached thereto shall be as specified in Serial Number 2 to 4 of the Schedule annexed to these Rules.

**3. Method of recruitment, age limit and qualifications etc. :**

The method of recruitment, age limit, qualifications and other matters relating thereto shall be as specified in Serial Number 6 to 15 of the Schedule aforesaid.

**4. Disqualification :**

No Person—

- i) Who has entered into or contracted a marriage with a person having a spouse living; or
  - ii) Who, having a spouse living, has entered into or contracted a marriage with any person,
- shall be eligible for appointment to the said post :

Provided that the Lieutenant Governor (Administrator), Andaman & Nicobar Islands may, if satisfied that such marriage is permissible under the personal law applicable to such persons and the other party to the marriage and that there are other grounds for doing so, exempt any person from the operation of this Rule.

**5. Power to relax :**

Where the Hon'ble Lt. Governor (Administrator), Andaman & Nicobar Islands is of the opinion that it is necessary or expedient to do so, he may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

**6. Saving :**

Nothing in these Rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

**A.K. SINGH**

Lieutenant Governor,  
Andaman and Nicobar Islands.

By order and in the name of the Lieutenant Governor,

Sd./-

**(Dr. Shashi Kumar)**

Principal Secretary (Forests),  
Andaman and Nicobar Administration.

**SCHEDULE**

1	Name of the post	<b>Multi Tasking Staff</b>
2	Number of posts	178 (One hundred seventy eight)* (2014) *Subject to variation dependent on workload
3	Classification	General Central Services Group 'C', Non-Gazetted/ Non-Ministerial
4	Pay Band and Grade Pay/Pay Scale	PB-1 Rs.5200-20200 + G.P. Rs.1800
5	Whether selection or non-selection post ?	Not applicable
6	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt. from time to time). <b>Note:-</b> The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange /applications from candidates
7	Educational and other qualifications required for direct recruits	<b>Essential :-</b> 1. Must have passed Secondary School Examination (X Std.) from a recognized Board/Institution 2. Should qualify the written test. <b>Desirable:</b> 1. Training in basic and refresher course in Home Guard and Civil Defence 2. Ability to ride Bicycle 3. Ability to stitch Files/Records and its maintenance 4. Knowledge of Hindi/Computer operation
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
9	Period of probation, if any	2 (Two) years
10	Method of recruitment, whether by direct recruitment or by promotion/deputation/absorption and percentage of vacancies to be filled by various methods	100% by Direct Recruitment.

11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	Not applicable
12	If a DPC exists, what is its composition ?	<b>Group 'C' DPC (for considering cases of Confirmation) consisting of :</b> 1. Chief Conservator of Forests - Chairman 2. Conservator of Forests - Member 3. Executive Engineer, APWD - Member
14	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable
15	Job description	Attached as Annexure to the Schedule

**ANNEXURE TO SCHEDULE****JOB DESCRIPTION FOR THE POST OF "MULTI TASKING STAFF"**

1. Physical maintenance of records of the Section.
2. General cleanliness and upkeep of the Section/Office.
3. Carrying of files and other papers within the building.
4. Photocopying, sending of FAX etc.
5. Other non- clerical work in the Section/Office.
6. Assistant in routine office work like Diary, Despatch etc. including on Computer.
7. Delivery of Dak (outside the building).
8. Watch and Ward duties.
9. Opening and closing of rooms.
10. Cleaning rooms.
11. Dusting of furniture etc.
12. Cleaning of building, fixtures etc.
13. Work related to his ITI qualifications, if it exists.
14. Driving of vehicles, if in possession of valid driving license.
15. Upkeep of parks, lawns, potted plants etc.
16. To assist the store staff for issuance of stationery and other materials, equipments, furniture etc. from the firms and to stack in the store properly.
17. To assist the store staff for issuance of stationeries and other materials to different section on the basis of proper indent.
18. To assist in shifting furniture and equipments from one place to another in the office as directed by his Office-in-Charge.
19. To assist the store staff in keeping, unserviceable furniture/equipment, stores in the proper manner at appropriate place.
20. Any other work assigned by the superior authority.